



King County

ASSISTANT ACCOUNTANT

DEPARTMENT OF EXECUTIVE SERVICES - FINANCE & BUSINESS OPERATIONS DIVISION PAYROLL SYSTEMS & OPERATIONS/PAYROLL OPERATIONS

Hourly Rate Range: \$19.00 - \$24.09

Job Announcement: 04LW4245

OPEN: 5/17/04 CLOSE: 5/26/04

WHO MAY APPLY: This career service position is open to King County career service employees and the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attn.: Teresa Sobol, Exchange Building 7th Floor, 821 Second Avenue, M.S. EXC-ES-0720, Seattle, WA 98104-1598.** Email applications are encouraged at **FBOD, HR@metrokc.gov** (all application materials must be included). Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.)

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: [A King County application form](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume and letter of interest detailing your background and describing how you meet or exceed the requirements. Application forms may be found at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

WORK LOCATION: 821 Second Avenue, 7th Floor, Exchange Building, Downtown Seattle, WA.

WORK SCHEDULE: This full time, overtime-eligible position comprising a 40-hour workweek; Monday through Friday, 8:00 a.m. – 5:00 p.m.; some overtime and weekend work required.

PRIMARY JOB DUTIES INCLUDE: The primary responsibility of this position is to work as a team member in the Payroll Operations Unit. Under general supervision perform varied technical and specialized payroll services for an apportionment of approximately 15,000 employees on a bi-weekly and/or semi-monthly basis.

- Processing timesheets, including batching for data entry and conducting time entry validation.
- Processing employee deductions for external payment, such as Savings Bonds.
- Retro payment calculation and processing.
- Processing employee leave donations and year-end leave balance processing.
- Payroll validation using basic accounting functions, reconciling balances, and resolving discrepancies and processing garnishments.
- Review, verification and preparation of manual checks necessary to correct omissions and errors.
- Respond to inquiries relating to workers compensation payments and process reimbursements in accordance with applicable state laws.
- Provide specialized and/or technical information that requires working knowledge of established policies, procedures and guidelines to internal and/or external customers.
- Some incumbents may have to deal with sensitive and/or potentially volatile situations.
- Enter, obtain and/or verify payroll information following established clearly defined methods and guidelines.
- Serve as liaison or provide customer service/public contact by telephone and in-person including regularly handling difficult interpersonal relationships requiring tact, discretion, and diplomacy.

REQUIRED QUALIFICATION, EXPERIENCE, KNOWLEDGE and SKILLS:

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- A minimum of three (3) years full time payroll and/or accounting experience, in a large organization of 500 employees or more, in the areas listed above, which included responding to client inquiries and demonstrated customer service skills and ability to work with diverse group of customers in person and via telephone and e-mail.
- Experience validating and auditing payroll input to ensure accuracy.
- Working knowledge of FICA, FIT, payroll and tax applications, including appropriate Federal, State and Local laws, regulations and ordinances.
- Demonstrated knowledge of payroll accounting procedures and practices.
- Ability to multi-task and to apply laws, policies and guidelines to widely varied situations.
- Proficient in the use of personal computers with intermediate experience using MS Word for Windows, Excel, and E-mail.
- Demonstrated ability to understand and execute complex verbal or written instructions.
- Excellent reading comprehension, reasoning, writing and oral communication skills.
- Initiative and accountability skills for work product.
- Ability to use office machines such as copiers, facsimiles, calculators, and microfiche reader/printer.
- Demonstrated interpersonal skills, ability to work with minimal supervision and to meet deadlines.
- Experience using the GEAC/MSA or any other enterprise-wide mainframe payroll system.

DESIRABLE QUALIFICATIONS:

- Experience using the Peoplesoft payroll system.

UNION REPRESENTATION: This position is not represented.

CLASS CODE 2110100